

## SUMMER TUITION REIMBURSEMENT CHECKLIST

Soldier/Airman Name \_\_\_\_\_ Unit \_\_\_\_\_  
Date \_\_\_\_\_ Semester requested \_\_\_\_\_

### REQUIRED FOR ALL REIMBURSEMENTS

- a. \_\_\_\_\_ Completed Application for Reimbursement
- b. \_\_\_\_\_ Receipt for summer tuition (not a credit card receipt- need a receipt with a zero balance from the cashiers office)
- c. \_\_\_\_\_ Unofficial transcript printout (must have "C" or better average per class)
- d. \_\_\_\_\_ Completed State Vendor Registration form
- e. \_\_\_\_\_ Completed change of address form
- f. \_\_\_\_\_ Voided check (address on check must match current address. If a voided check is not available, a certified form from the Soldier/Airman's banking institution reflecting the routing and account number with the Soldier/Airman's information OR a memorandum stating the Soldier/Airman's address, bank name, account and routing number. The Soldier/Airman must sign this memorandum).

Soldier/Airman's Signature \_\_\_\_\_ Date \_\_\_\_\_